

GENERAL INFORMATION FOR ENROLLING STUDENTS 2014



The School Year

- The Toi Whakaari School year begins in mid February and finishes in November.
- Each of the four terms usually consists of seven to nine weeks of classes.
- The normal study day is from 8.30am to 5.30pm, Monday to Friday.
- Twice weekly the whole school meet for a one hour learning session called Koiwi.
- Evening and weekend attendance for workshops, performances and rehearsals is common.
- Time is designated for independent practice and study, with opportunity to collaborate with fellow students on self-driven projects, usually on a Wednesday (IP day).
- All students are required to complete school-related home work during term breaks.
- One week of the year's learning is done at Manutuke Marae in Gisborne.
- Attendance at all scheduled classes, rehearsals, performances and workshops is expected.
- In addition, all students are required to attend performances and other events in the wider community.
- Assessment criteria for your work will be provided by your department at the beginning of the year. Across all programmes of study there are essential units of work which must achieve a PASS in order to progress to the following year.
- Practical secondment or internship to industry for around 6 weeks is part of your study and is normally undertaken from Year 2 to Year 3. Planning and financing this requirement is up to you, and staff will assist where they can with support, advice, and contacts.

Application & Selection

Following applicants weekend in October, where interviews, workshops and auditions are held, a formal Offer of Place is made to students for next year

- Potential students are encouraged to plan and think carefully about acceptance, and will have until December 1 to decide and respond. Non-acceptance has no consequences for any future application to study.
- Enrolment documents are then sent to students prior to the end of the selection year.
- Enrolment processes are completed in January each year.
- Students must arrange for fees to be paid in full to begin their course in February.
- Students may withdraw up to 1 week following the start of a course with a fee refund.

There are normally 3 – 4 times as many applicants as places available – except for Acting where up to 160 students are auditioned for 20 places.

Of the successful applicants only around 20% are school leavers, with most being slightly older with some demonstrated level of life experience and maturity.

MAIN POINT OF CONTACT for enrolment and application queries: Student Services Manager
apply@toiwhakaari.ac.nz ph. 04 381 9213 fax 04 389 4996

Money Matters

All domestic fees and levies can be borrowed from Studylink, or paid directly to the student's Public Trust Student Fee Protection Account. Fees are NEVER paid DIRECTLY TO THE SCHOOL.

Fees 2014

Fees generally increase by around 4% each year, as directed by the Ministry of Education. In addition to the course fees, the School receives a government subsidy of \$8325 per student towards tuition fees. Fees at Toi Whakaari are comparable to any full-time tertiary study at Universities throughout New Zealand.

All annual fees for the year's course must be paid to the PUBLIC TRUST FEE PROTECTION ACCOUNT IN FULL by the FIRST DAY of the course each year.

Fees for **2014** are:

- Domestic students' course fees for one year in 2014 - **\$6211.52** (inclusive of GST).
- Diploma of Costume Construction fees 2012- **\$6731.52** (inclusive of GST) and include a compulsory cost for all course materials.
- Student Services Levy of around **\$350-\$400** per year is charged to all students in addition to the tuition fees. This is included in your invoice.
- All Bachelor of Design (Stage & Screen) students also pay a refundable **\$200** equipment deposit for the use of digital and electronic equipment throughout the year. If all equipment is returned at the end of the year in good condition, this fee is refunded to the student.

Students will be supplied with an equipment list and all recommended equipment should be brought with the student when they begin their study – following Orientation week. Some text books may be purchased second hand, or through the school at a bulk purchase discount price. Text book requirements will be advised to the relevant students.

Fee Protection

In accordance with the Education Act 1989 s236A(2)(a) Toi Whakaari is required to arrange protection of student fees. The School meets the fee indemnification criteria through the Public Trust. All fees paid are held by the Public Trust and then paid to the school monthly. For information see www.publictrust.co.nz.

All students must **sign a contract** with the Public Trust to hold their fully paid fees at the beginning of the year – this is provided at time of enrolment. Each year of the programmes is a **new enrolment**, and an **annual fees invoice** will be generated. Each year a new Student Public Trust account must be established.

Student Services Levy - must also be paid by the first day of the course, and will be added to Studylink loan for fees unless requested otherwise and you pay this separately.

Student Services Levy of around \$350 per year is charged to all students in addition to tuition fees to cover items such as:

- Domestic student's Health services through Massey University Health: Doctors/Nurses/Counsellors/Physiotherapy.
- Fee Protection service through Public Trust.
- Internet access and usage.
- Common room supplies and facilities

- Cleaning of common room facilities, locker rooms etc.
- Student ID / Security Access Card
- School T-Shirt.
- Student telephone
- Tea & coffee supplies
- Food on the Marae Noho week in April.
- Students pay for photocopying at a subsidised rate –credit can be loaded onto their student ID.

Student Loans and Allowances

All courses at Toi Whakaari: NZ Drama School are registered with NZQA and are eligible for student fee assistance through the Ministry of Social Development's Studylink loan service.

Students should contact Studylink online at www.studylink.govt.nz (0800 88 99 00) as soon as possible when accepting their offer of place, to start the application process for student loans and/or student allowances.

NZ Citizens and Permanent Resident students may be eligible for a weekly Student Allowance (which does not have to be paid back) or they may borrow Living Allowance (which is added to the student loan). Please contact Studylink for your personal eligibility.

- **All applications can be done online.**
- **In most cases eligibility depends on your age and parental income.**
- **If making an application to Studylink the school will verify enrolment and arrange for all fees to be paid direct to the Public Trust on the student's behalf.**
- Australian citizens can only access student loans if they have been resident in New Zealand for 24 months or more.
- **An extra \$1000 may be borrowed for Course Related Costs to cover equipment purchase or cost of secondment expenses. This can also be selected via Studylink loans processed on-line.**

International Students

International students are not eligible for any NZ government support while studying at the School and pay full course fees. Details of International Fees are available from the Student Services Manager. Go to www.toiwhakaari.ac.nz for more details.

All International Students **must obtain a student visa** valid for the full course enrolment period, prior to the first day of course, and this requires full annual fee-payment, a receipt and an offer of place in order to apply for a visa.

All International Students **must also have full insurance cover** for the period of their study.

Withdrawals and Refunds

- All annual fees must be paid to the Public Trust prior to the first day of the course.
- A domestic student may withdraw prior to the eighth day of Term 1 of the course to obtain a fees refund. For withdrawal within the first week, fees will be refunded (less a \$500 administration charge). International Students refund policy is available from Student Services
- If a student chooses to withdraw after the 8th day of the course normally there is no refund or transfer of fees.
- In certain circumstances, and if withdrawal is necessary during the academic year a student may apply for a deferral of their place to the following year.
- Deferral is not automatic.

Budget Planning

Part-time work is difficult to manage with the demands of full-time study at Toi Whakaari, but many students manage a job which has flexible shifts in evenings or weekends once or twice a week. **We advise students to have substantial savings before entering the School.**

It is recommended that students have a back up fund of at least \$2,000 when they begin the course. With private rental accommodation, food and basic services it is usual that the cost of essentials if living away from home is \$200 - \$250 per week. The school year lasts for 40 weeks, therefore students should budget on a total cost of around \$10,000 per year to cover basic living costs. Earning money in term breaks is possible and advisable, and a part-time job during term time should never interfere with the requirements of school course hours.

Accommodation Options

Toi Whakaari does not offer any direct accommodation assistance for students.

The majority of our students rent a room, apartment or house – either collectively, or as part of a group - in private rental accommodation within the Wellington CBD.

Private Rental

Students looking for flats and houses should begin their search early in the summer break before the rush of University students in Wellington during late January and February.

If students are flatting for the first time it is recommended that they investigate their legal obligations around tenancy. The Department of Building and Housing website has valuable tenancy information <http://www.dbh.govt.nz/tenancy-index> and check Tenancy Information NZ <http://www.tenant.net.nz>.

Good places to begin a flat search are: www.trademe.co.nz, Dominion Post newspaper, Victoria University website accommodation listings, and Massey University notice boards - http://www.victoria.ac.nz/st_services/accommodation/accommFinder.aspx, www.flatfinder.co.nz, and www.finda.co.nz and, also www.fullhousemanagement.co.nz rental agency in Wellington.

Or look for a room in a flat through www.easyroommate.co.nz or www.gumtree.co.nz or www.share-accommodation.co.nz.

A room in a shared flat cost

- Approximately \$150 - \$170 per week – excluding utilities.
- A bond of 4 week's rent and 2 week's rent in advance is usually required upon signing a lease.
- It may be advantageous to secure and pay for a flat in late December to guarantee a place at the start of the year. Flats are usually unfurnished and additional costs include the initial bond - electricity/gas, telephone & food.
- Usually landlords require a 12 month lease.
- We advise you look for a well insulated/ heated property which gets some sun. Being within walking distance of the school saves a great deal of travel time and money. Ideal suburbs close to the school- Newtown, Mt Cook, Berhampore, Te Aro, Mt Victoria, Brooklyn, Aro Valley, and Central CBD.
- Our current students often have places available in flats in the area, and they advertise these through the school, or on the student notice-boards.
- The Student Services Manager will also regularly send information via email if rooms are available.

Hostels

We suggest you investigate these options to determine the most suitable accommodation. The school does not make bookings or recommendations for any particular private hostel.

Here are some options among several private hostels in the areas close by. Hostel prices range from around \$190 per week for hostel rooms with shared facilities to \$225 per week for a room with private facilities.

- **Taranaki 217** is a private hostel close to the School. It is recommended and used by NZ School of Dance. See www.taranaki217.co.nz. Long term leases are usually required.
- **Capital City Lodge** provides furnished room with linen, shared bathroom and two meals a day (breakfast and home cooked dinner), and shared communal facilities. It is the closest accommodation to the School, and can be booked for a minimum of 4 weeks so may be used as a short term option lodge@capitalcity.co.nz.
- **Southern Cross Apartment Hotel** has furnished studio apartment accommodation (minimum 6 month lease). 35 Abel Smith Street Te Aro ph: 04 802 3441 fax: 04 802 3443 see www.sxapts.co.nz.
- **222 Willis** is the newest student accommodation development in Wellington 222 Willis offers a purpose designed, modern, secure facility for students from a range of tertiary institutions. www.222willis.co.nz

Getting around Wellington

- **Bus Services** are an easy and efficient way to travel to and from school, with a main bus route right outside the building. A **snapper card** is the recommended bus payment option.
- **Train Services** Wellington Rail to North and North Eastern suburbs have cost effective monthly and ten trip fares see www.tranzmetro.co.nz. Regular train travel to Central Station from outlying regions of Wellington is generally good, however, relying on the train and bus for early morning arrival at school every day may be difficult if you are travelling from a distance i.e. Lower Hutt or the Western Coast – Porirua etc.
- **Travel by Car** There are a number of free car parks around the building for student's car parking. These are shared with other users of the building and can be used on a first-in-first served basis.

Getting to know Wellington

It is best to move to Wellington as early in the year as possible to orient yourself to the city.

Recommended websites

<http://www.wellington.govt.nz/>

<http://www.wellingtonnz.com>

<http://www.educationwellington.co.nz/page/students>

<http://www.wellingtonmap.co.nz>

Medical and Support Services

First aid is provided within the school by currently trained First Aid Certificate holders. Should hospitalisation be required in an emergency, Wellington Hospital is only minutes away.

Massey University Student Health & Counselling Service

All Domestic students at Toi Whakaari: NZ Drama School students become members of nearby Massey University's Health and Counselling Services. Students all pay a fee – within their Student Services Levy – to access these services. The services are a 5 minute walk from the school at Massey University campus on Wallace Street. Students can access doctors, nurses, counsellors, for a heavily subsidised fee or free once PHO registration with the centre has been completed.

SMOKING

Te Whaea: National Dance and Drama Centre is strictly non-smoking. We provide one designated outdoor area for smokers. We actively encourage, and sometimes require, that students give up smoking.

Student Support and Pastoral Care

There are around 140 students in total at the School. All students are provided with a high level of pastoral care and support while enrolled here. The School, as a community, prides itself on supporting the needs of a diverse group of students, in order to provide them with the opportunity to achieve the highest results possible.

2014 TOI WHAKAARI: NZ DRAMA SCHOOL Term Dates

**Enrolment week for students & Summer Intensive Workshop
Monday January 27 to Friday January 31**

Returning students begin **Thursday February 13**

First year students begin **Monday February 17**

(All fees must be paid by Day 1 of term)

Term 1 February 17 – April 17

Marae Noho– Sunday April 13 – Thursday April 17

Easter weekend April 17 – 20 Term Break = 2 weeks

Term 2 May 5 – June 29 Term Break = 2 weeks

Term 3 July 14 – August 29 Term Break = 3 weeks

Open week for applicants July 14 – 18

Term 4 September 22 – November 14

Graduation Week for final year students:

Monday 10 Nov to Friday 14 Nov

Graduation Ceremony to be held Wednesday 12 Nov

Poroporoake for graduates Thursday 13 Nov

Final day for all students - Friday 14 Nov